

***CBS Detail Labor Adjustments
& Summary Level Transfers
User Guide***

***NFC045 Multiple Detail Labor Cost
Project/Task Code Adjustments***

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5.0 NFC045 Multiple Detail Labor Cost Project/Task Code Adjustments

This section of the documentation encompasses the screens used for recording Multiple Detail Labor Cost Project/Task Code Adjustments. These screens are used to adjust multiple transactions that were charged to an incorrect Project and/or Task Code. These corrections are made at the employee level correcting one or more records at a time. This method provides a detailed audit trail for each transaction. These transactions include the original record and all correction and reversal records.

The FMC users are responsible for:

- ◆ Creating the Multiple Detail Labor Cost Project/Task Code Adjustment in CAMS,
- ◆ Printing the Multiple Detail Labor Cost Adjustment Report,
- ◆ Retaining the Multiple Detail Labor Cost Adjustment Report at least until FRD approves the adjustment,
- ◆ Emailing FRD in Germantown to have the batch approved.

The labor cost adjustments are not posted to the CFS Trail or Funds tables until it has been approved by the FRD. The FRD email address for DLAs is **DetailLaborNotification@noaa.gov**.

[illegible]

<i>Field /Button Name</i>	<i>Description</i>
<i>Employee Number</i>	Employee's Department of Commerce Employee Number.
<i>Name</i>	Name of the Department of Commerce employee.
<i>Pay Period</i>	Pay Period Calendar Year and Number the labor cost record covered.
<i>GL End Date</i>	General Ledger end date for posting labor cost records.
<i>Project</i>	The code that uniquely identifies the project within a bureau.
<i>Task</i>	Project Task Code segment of the Standard CFS ACCS.
<i>Object Class</i>	Hierarchical structure consisting of the Object, Subobject, Sub-subobject, and Function codes that uniquely identifies an object class.
<i>Hours</i>	Labor cost hours. Zero for benefit records.
<i>Amount</i>	Dollar amount of transaction.

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<i>Field /Button Name</i>	<i>Description</i>
<i>Avl. Amount</i>	Displays the amount available for transfer to another project. When a record displays a zero in this field, users cannot select this record because it has previously been moved.
<i>Approved Flag</i>	If checked, the detail labor cost record has been approved and posted to the Funds Balance and Trial tables.
<i>Update Flag</i>	Place a checkmark (✓) in this field to select the record for update.
<i>Total: Amount</i>	Displays the total of all detail records displayed by the query.
<i>Total: Avl. Amount</i>	Displays the total available amount of all detail records displayed by the query.
<i>General Journal Number</i>	Control number assigned to the detail labor cost record in the General Journal.
<i>General Journal Post Date</i>	Date the detail labor cost record was created in the General Journal.
<i>Fund Code Fiscal Year</i>	Fiscal Year the funds were obligated.
<i>Trans Code</i>	The transaction code determines the appropriate General Ledger accounts affected by this transaction.
<i>ACCS</i>	Code made up of individual elements of the full ACCS (i.e., bureau, project, task, fund, program, organization, and object class). The ACCS is used to derive the transaction code which is used to record the general ledger impact.
<i>Update ACCS</i>	Button used to display the Multiple Detail Labor Cost Project/Task Code Adjustment window.

5.2 Multiple Detail Labor Cost Project/Task Adjustment - Define Query Criteria Screen Elements

The NFC045 Multiple Detail Labor Cost Project/Task Adjustment - Define Query Criteria window is used to perform an extensive and exact search for detail labor cost records to display on the NFC045 Multiple Detail Labor Cost Project/Task Adjustment - Detail Labor Cost List screen. When performing a query users must enter an employee number or name, project, and task code. However, users may further refine the search criteria by entering data in any of the following fields:

Pay Period Covered range	GL End Date range
Fund Code Fiscal Year range	Fund Code range
Object Class range	Transaction Code
Hours range	Amount range
GJ Number range	GJ Post Date range
Approval Status	

Wildcard searches may be performed on Employee Name, Project, Task and Transaction Code fields.

An example of the NFC045 Multiple Detail Labor Cost Project/Task Adjustment - Define Query Criteria screen is displayed below:

The screenshot shows a software window titled "Multiple Detail Labor Cost Project/Task Code Adjustment Screen (NFC045 VER-1.173.0.0)". Inside, the "Define Query Criteria" section includes the following fields:

- Employee Number: [] Or Name: []
- Pay Period Covered From: [] - [] To: [] - []
- GL Date From: [] To: []
- Fund Code FY From: [] To: []
- Fund Code From: [] To: []
- Project: []
- Task: []
- Object Class From: [][][][] To: [][][][]
- Transaction Code: []
- Hours From: [] To: []
- Amount From: [] To: []
- GJ Number From: [] To: []
- GJ Post Date From: [] To: []

On the right, a "Status" box contains two options:

- ☐ Approved
- ☐ Not Approved

At the bottom are three buttons: "OK", "Clear", and "Cancel".

The Define Query window contains the following fields:

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<i>Field /Button Name</i>	<i>Description</i>
<i>Employee Number</i>	Field used to search for labor cost records by Employee's Department of Commerce Employee Number. <i>Note: The system disables the Employee Number field when a value is entered into the Name field. When the system disables a field, it clears the field's contents.</i>
<i>Name (LOV)</i>	Field used to search for labor cost records by Name of the Department of Commerce employee. Users may enter an absolute value or a value with wildcards to search for a name. <i>Note: The system disables the Name field when a value is entered into the Employee Number field. When the system disables a field, it clears the field's contents.</i>
<i>Pay Period Covered</i>	Fields used to define a range to search for labor cost records by Pay Period Calendar Year and Number. The Pay Period Covered has two components, a Pay Period Year (before the "-") and a Pay Period Number (after the "-"). A Pay Period Year has many Pay Periods, therefore users must always input a Pay Period Year when defining a query that includes a Pay Period Number. Users may enter a range for Pay Period Covered by filling in both the From and To fields. The range may be for just the Pay Period Year or Year and Pay Period Number. If entering a value into the From field(s) only, the query definition is an "equal to" instead of a range. <i>Note: The system disables the Pay Period Covered Year To field until a value is entered into the Pay Period Covered Year From field. The system disables the Pay Period Covered Number To field until a value is entered into the Pay Period Covered Number From field and Pay Period Year Covered To fields. When the system disables a field, it clears the field's contents.</i>
<i>GL Date</i>	Fields used to define a range to search for labor cost records by General Ledger end date for post labor cost records. Users may enter a range for GL Date by inputting values into the GL Date From and To fields. If entering a value into the GL Date From field only, the query definition is an "equal to" instead of a range. <i>Note: The system disables the GL Date To field until a valid date is entered into the GL Date From field.</i>
<i>Fund Code Fiscal Year</i>	Fields used to define a range to search for labor cost records by Fund Code Fiscal Year. Users may enter a range for Fund Code FY by inputting values into the Fund Code FY From and To fields. If entering a value into the Fund Code FY From field only, the query definition is an "equal to" instead of a range. <i>Note: The system disables the Fund Code FY To field until a valid date is entered into the Fund Code FY From field.</i>
<i>Fund Code</i>	Fields used to define a range to search for labor cost records by Fund Code. Users may enter a range for the Fund Code by inputting values into the Fund Code From and Fund Code To fields.
<i>Project Code (LOV)</i>	Field is used to define a range to search for labor cost records by Project Code. Users may enter an absolute value or values with a wildcard to search for a Project Code.
<i>Task Code (LOV)</i>	Field is used to define a range to search for labor cost records by Task Code. Users may enter an absolute value or a wildcards to search for a Task Code.

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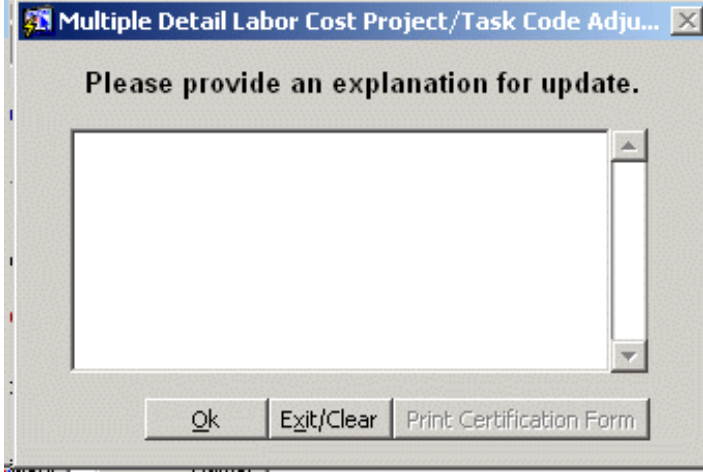
<i>Field /Button Name</i>	<i>Description</i>
<i>Object Class</i>	Fields is used to define a range to search for labor cost records by Object Class Code. Users may enter a range for Object Class by inputting values into the Object Class 1 - 4 From and To fields. If entering a value into the Object Class From field only, the query definition is an "equal to" instead of a range. <i>Note: The system disables the Object Class 2-4 fields until a valid value is entered into the corresponding Object Class 1 field. A complete Object Class must be entered.</i>
<i>Transaction Code (LOV)</i>	Field is used to define a range to search for labor cost records by CFS Transaction Code. Users may enter an absolute value or a values with a wildcard to search for a Transaction Code.
<i>Hours</i>	Fields used to define a range to search for labor cost records by labor cost hours. Users may enter a range for Hours by inputting values into the Hours From and To fields. If entering a value into the Hours From field only, the query definition is an "equal to" instead of a range. <i>Note: The system disables the Hours To field until a value is entered into the Hours From field.</i>
<i>Amount</i>	Fields used to define a range to search for labor cost records by the dollar amount of the transaction. Users may enter a range for Amount by inputting values into the Amount From and To fields. If entering a value into the Amount From field only, the query definition is an "equal to" instead of a range. <i>Note: The system disables the Amount To field until a valid dollar amount is entered into the Amount From field</i>
<i>GJ Number</i>	Fields used to define a range to search for labor cost records by the control number assigned the detail labor cost record. Users may enter a range for GJ Number by inputting values into the GJ Number From and To fields. If entering a value into the GJ Number From field only, the query definition is an "equal to" instead of a range. <i>Note: The system disables the GJ Number To field until a valid number is entered into the GJ Number From field.</i>
<i>GJ Post Date</i>	Fields used to define a range to search for labor cost records by the date the detail labor cost records were created (i.e., posted) in the General Journal (GJ). Users may enter a range for General Journal Post Date by inputting values into the GJ Post Date From and To fields. If entering a value into the GJ Post Date From field only, the query definition is an "equal to" instead of a range. <i>Note: The system disables the GJ Post Date To field until a valid date is entered into the GJ Post Date From field.</i>
<i>Status</i>	Check box used to search for labor cost records that are approved, not approved, or both.
<i>OK</i>	Button used to execute the query.
<i>Clear</i>	Button used to clear all fields in the window.
<i>Cancel</i>	Button used to cancel any changes to the existing query definition and return to the Multiple Detail Labor Cost Project/Task Adjustment - Detail Labor Cost List screen without executing a new query.

5.3 Multiple Detail Labor Cost Project/Task Code Adjustment Screen Elements

The function of the Multiple Detail Labor Cost Project/Task Code Adjustment screen is to transfer the cost of multiple detail labor cost records to a different Project and/or Task Code. Authorized users may make changes in the Project and Task Code fields only. An example of the Multiple Detail Labor Cost Project/Task Code Adjustment screen is displayed below:

The Project Task Adjustment window contains the following fields:

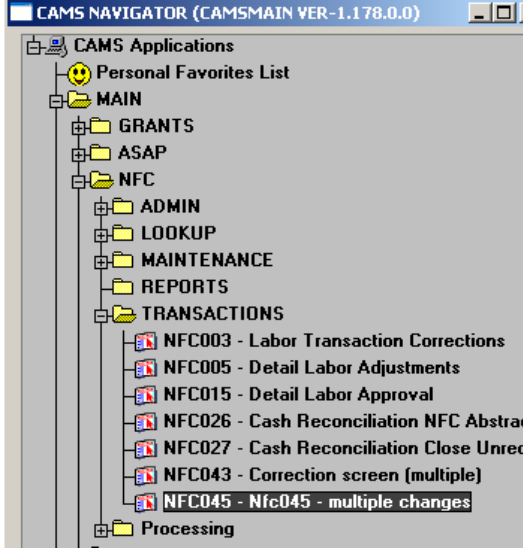
<i>Field/Button Name</i>	<i>Description</i>
<i>Old Project and Task Code Block</i>	This block displays the Bureau, Project, Task, Trans, and Fund Codes of the original record. These fields may not be changed.
<i>New Project and Task Code Blocks:</i>	
<i>Bureau Code</i>	A code that uniquely identifies a bureau within the Department of Commerce. This code displayed is the bureau code from the NFC. This field may not be changed
<i>Project Code (LOV)</i>	The code that uniquely identifies a project within a bureau. Double-clicking in the field will display a List of Values.
<i>Task Code (LOV)</i>	Project Task Code segment of the Standard CFS ACCS. Dependent on the project. Double-clicking in the field will display a List of Values.
<i>Trans Code</i>	The transaction code of the selected Detail Labor Cost record. When “*****” is displayed the selected records have different Transaction codes. This field may not be changed.
<i>Fund Code</i>	Code that identifies a fund/appropriation within a bureau. This code is derived based on the Bureau and Project. This field may not be changed.


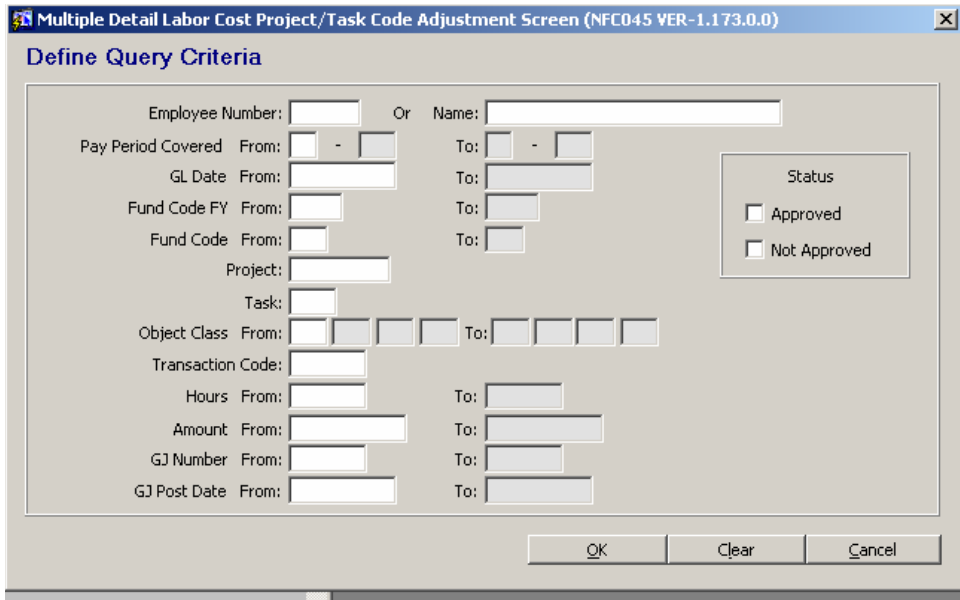
<i>Field/Button Name</i>	<i>Description</i>
<i>Explanation</i>	<p>Double click in this field to display the Explanation window.</p>  <p>Enter an explanation for the change. When finished, click the OK button to return to the Project Task Code Adjustment window.</p> <p><i>Note: When an explanation has been entered in the Explanation window an "x" will be displayed in the Explanation block on the Project/Task Code Adjustment screen.</i></p>
<i>Name</i>	Displays the Explanation for the change entered in the explanation dialog.
<i>Update ACCS/ Print List</i>	Button used to accept any changes, print the Multiple Detail Labor Cost Adjustment report, and return to the Multiple Detail Labor Cost Project/Task Adjustment - Detail Labor Cost List screen.
<i>Cancel/Quit</i>	Button used to cancel any changes and return to the Multiple Detail Labor Cost Project/Task Adjustment - Detail Labor Cost List screen.

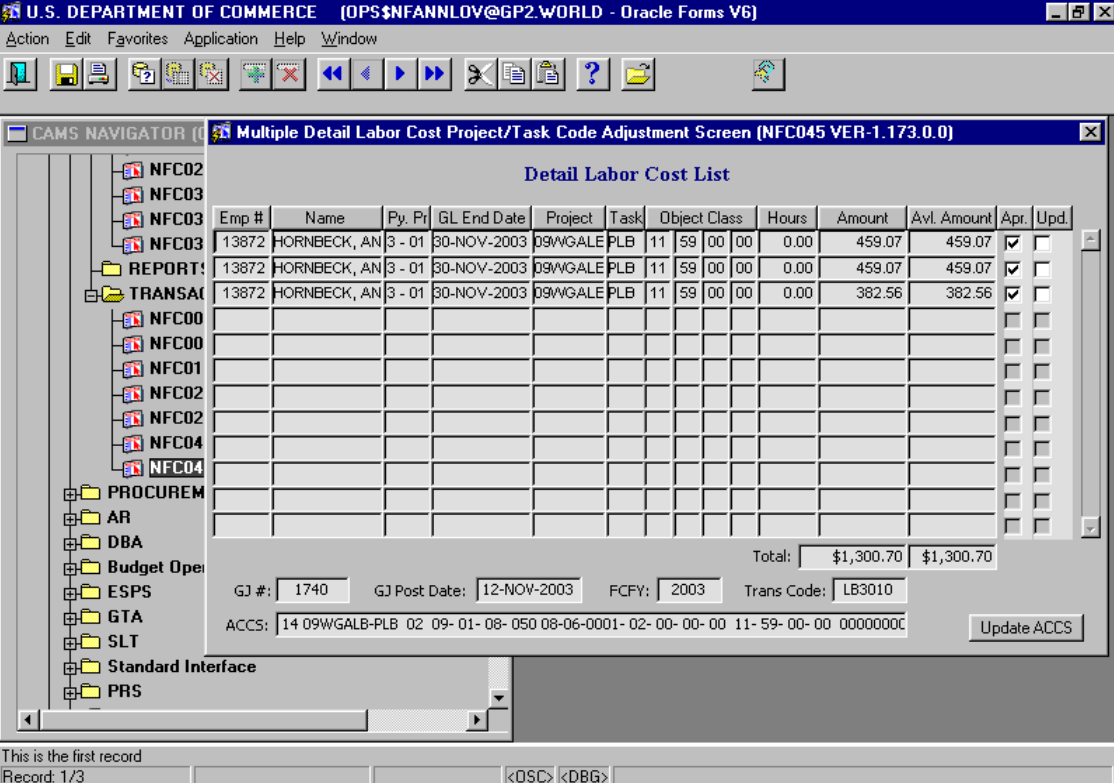
5.4 Query for a Labor Cost Record

The query feature is used to limit the number of records displayed in the Multiple Detail Labor Cost Project/Task Adjustment - Detail Labor Cost List screen to those that meet specific criteria. At a minimum, a user must enter an Employee Number or Name, and a Project and Task Code; however, other fields may be entered to narrow down the search.

To Query for a Labor Cost record:

Step	Description
1	<p>Login into the CAMS GUI application. <i>Note: Instructions are provided in Section 2.2 Login Procedures.</i></p>  <p>The CAMS Navigator menu will be displayed .</p> <p>To Access the Multiple Detail Labor Cost Project/Task Adjustment - Detail Labor Cost List screen:</p> <ol style="list-style-type: none"> 1. Click the MAIN option on the Navigation tree. 2. Click on the NFC Option from the Main expanded list. 3. Click on the TRANSACTIONS option from the NFC expanded list. 4. Double-click on the NFC045- Multiple Changes option on from the Transaction expanded list. <p><i>Note: The Navigation Tree may display different options for each user based on their access level.</i></p> <p>The Multiple Detail Labor Cost Project/Task Adjustment- Detail Labor Cost List screen will be displayed.</p>

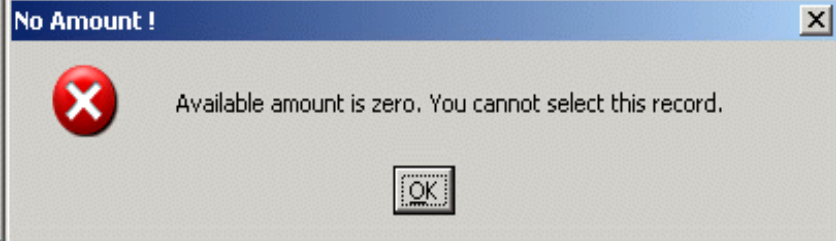
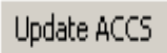
Step	Description
2	<p>Press the  icon on the toolbar.</p> <p>The Multiple Detail Labor Cost Project/Task Code Adjustments - Define Query Criteria screen will be displayed.</p>  <p>At a minimum, users must enter an Employee Number or Name, and a Project and Task Code; however, data may be entered in any of the following fields to narrow down the search:</p> <ul style="list-style-type: none"> ◆ Pay Period Covered Year and Number range ◆ Fund Code Fiscal Year range ◆ Object Class range ◆ Hours range ◆ GJ Number range ◆ Approval Status ◆ GL End Date range ◆ GL End Date range ◆ Fund Code range ◆ Transaction Code ◆ Amount range ◆ GJ Post Date range <p>Wildcard (%) searches may be performed on Employee Name, Project, Task, and Transactions Code.</p> <p><i>Note: The NFC Payroll File is indexed on Employee Number. Therefore, using the Employee Number in searches will display results faster.</i></p> <p>Press the OK button to execute the query.</p>

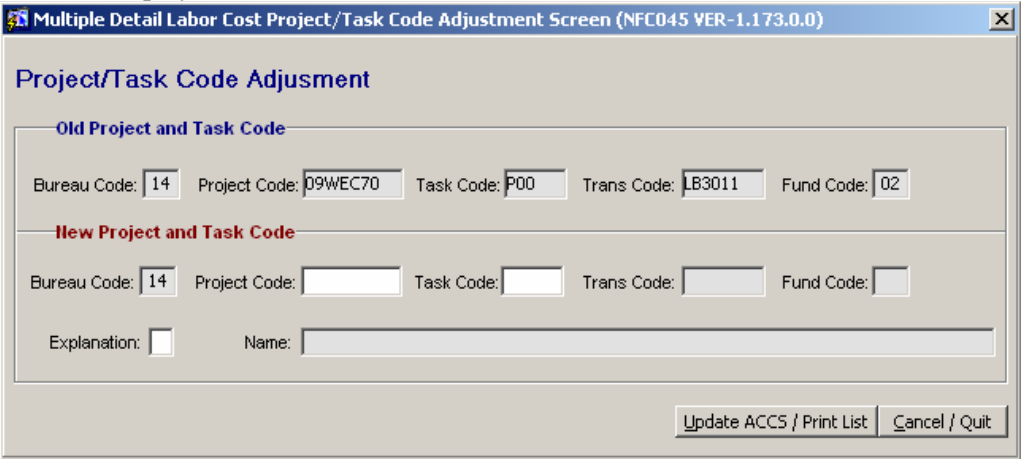
Step	Description
3	<p>The system will display the Multiple Detail Labor Cost Project/Task Adjustment - Detail Labor Cost screen displaying all records that match the query criteria entered.</p> 
4	<p>Use the Up and Down arrow buttons or the side slide bar to browse through the list of records that meet the query criteria.</p>

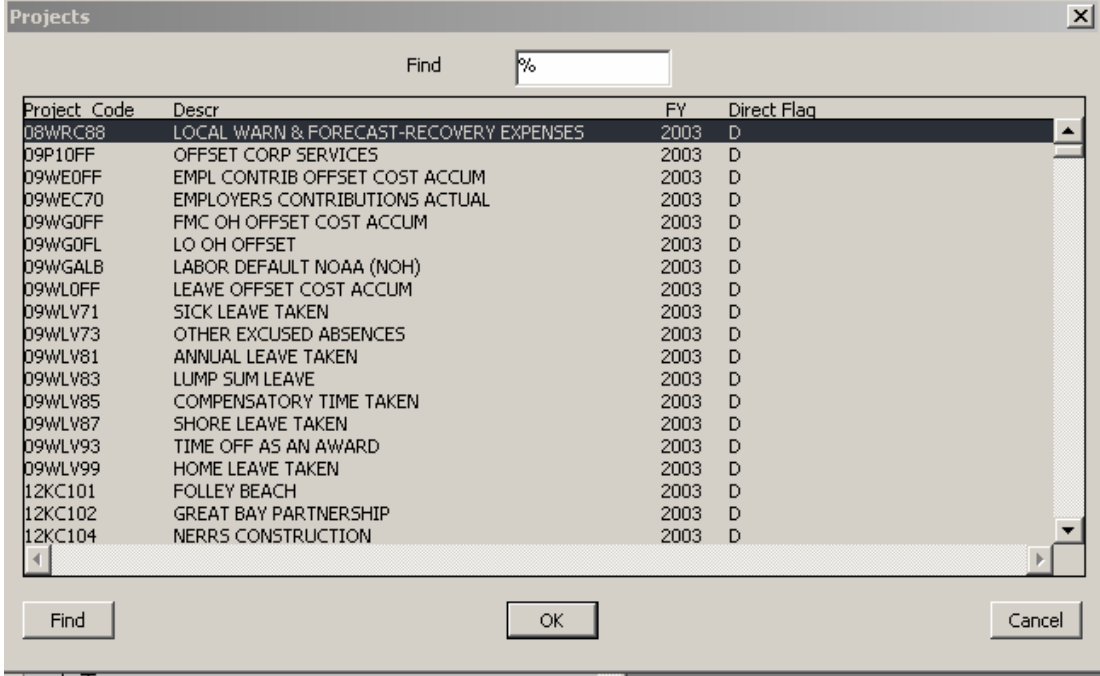
5.5 Updating Multiple Labor Cost Records

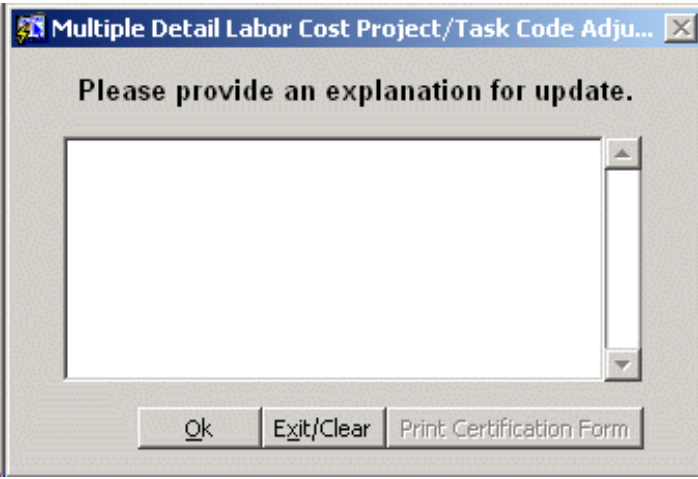

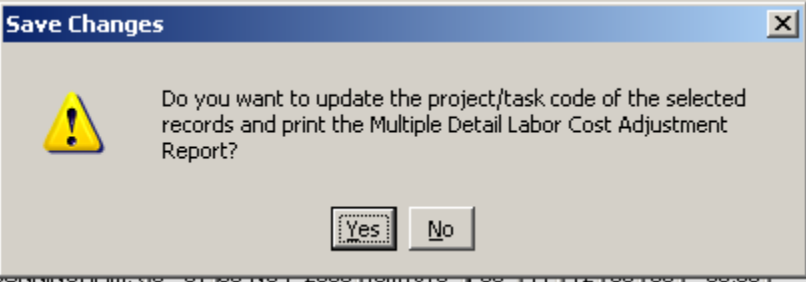
The NFC045 Multiple Detail Labor Cost Project/Task Adjustment - Detail Labor Code List displays all records that meet the selection criteria in a query. This screen is also used to select those records that require correction. The NFC045 Multiple Detail Labor Cost Project/ Task Adjustment - Detail Labor Code List screen is used to transfer multiple labor cost transactions from one Project and Task Code to another. When making a correction, the system will ensure that the debits and credits, resulting from the changes to the amount, are balanced. When saving the adjustment record, a adjustment and reversal transaction reflecting the change will appear in the Multiple Detail Labor Cost Project/Task Adjustment - Detail Labor Cost Screen in a unapproved status. The reversal and adjustment records will not be posted to the CFS Trial and Funds Control Tables until they have been approved on the Detail Labor Cost Approval Window by the appropriate Approving Official.



To Update a record:

Step	Description
1	<p>Use the instructions provided in Section 5.4 Query for a Labor Cost Record on fields to find the record that needs to be updated.</p> <p>On the NFC045 Multiple Detail Labor Cost Project/Task Adjustment - Detail Labor Cost List screen, click in the Upd. field to identify each record requiring a change in Project and or Task.</p> <p><i>Note: The following message is displayed when the record is not available for selection.</i></p>  <p>Click on the  button.</p>

Step	Description
2	<p>The Multiple Detail Labor Cost Project/Task Adjustment - Project/Task Cost Adjustment screen will be displayed.</p>  <p><i>Note: The fields within the Multiple Detail Labor Cost Project/Task Code Adjustment - Project/Task Cost Adjustment screen are automatically populated with the detail data for the records selected on the Multiple Detail Labor Cost Project/Task Code Adjustment - Detail Labor Cost List.</i></p>

Step	Description
3	<p>Users may update the Project and Task field only. However, the Fund and Program Code fields are derived from the Project Code and may change as adjustments are made to the Project Code.</p> <p>Type the changes in the appropriate Project and/or Task Code field(s) or select a value from the list of values.</p> <p>To use the List of Values, double-click in the Project or Task field to display the list of values for that field.</p>  <p>The screenshot shows a 'Projects' dialog box with a 'Find' field containing '%'. Below the field is a list of project codes and descriptions. The list has four columns: Project Code, Descr, FY, and Direct Flag. The first few rows are highlighted in blue. The list includes codes like 08WRC88, 09P10FF, 09WE0FF, 09WEC70, 09WGOFF, 09WGOFL, 09WGALB, 09WLOFF, 09WL71, 09WL73, 09WL81, 09WL83, 09WL85, 09WL87, 09WL93, 09WL99, 12KC101, 12KC102, and 12KC104. The 'FY' column shows 2003 for all entries, and the 'Direct Flag' column shows 'D' for all entries. At the bottom of the dialog box are 'Find', 'OK', and 'Cancel' buttons.</p> <p>To select a value either:</p> <ul style="list-style-type: none"> ◆ Use the scroll bar to move up and down through the selection list to find the appropriate code and click on the selected value, or ◆ Enter the value in the Find field and press the Find button. <p><i>Note: If the entire value is not known, users may use wildcards in the Find field to help locate the appropriate code.</i></p> <p>The value will appear highlighted in the selection list. Click OK to exit the List of values and insert the selected value in the field.</p>

Step	Description
4	 <p>Double-click in the Explanation field to open the Multiple Detail Labor Cost Project Task Explanation screen.</p> <p>Enter a brief explanation for the change being made and click OK.</p>
5	<p>The system will return to the Multiple Detail Labor Cost Project/Task Code Adjustment screen.</p> <p>Click the</p>  <p>button.</p> <p>The following system prompt will be displayed on the screen:</p>  <p>Click “Yes” to generate the appropriate labor cost adjustment transaction and to display the Multiple Detail Labor Cost Project/Task Adjustment - Detail Labor Cost List screen as unapproved entries.</p> <p><i>Note: Clicking “No” will close the message dialog and display the Multiple Detail Labor Cost Project/Task Code Adjustment screen.</i></p>

<i>Step</i>	<i>Description</i>
6	<p>The NFC045: Previewer will appear on the screen displaying the Multiple Detail Labor Cost Adjustment report.</p> <p>To Print the report, click on the</p> <p> on the icon bar.</p> <p>After printing click on the ✖ to close the report previewer and return to the Multiple Detail Labor Cost Project/Task Adjustment - Detail Labor Cost List.</p>
7	<p>Click the</p> <p> to return to the Navigator menu.</p>

5.6 Multiple Detail Labor Cost Adjustment Report

The Multiple Detail Labor Cost Adjustment Report displays the explanation for an adjustment, the employee number and name of the employee whose records are being adjusted and a list of records that are being adjusted. This report is generated to certify that an adjustment is proper and the explanation for the adjustment are complete. The adjustment will not be posted to the CFS Trial and Funds Control Tables until final approval have been given by the Finance Office.

5.6.1 Multiple Detail Labor Cost Adjustment Report Example

Report Header: The report header consist of the name of the report and the date the report was printed.

Report Body: The report displays the explanation for the adjustment, the employee number and name, Bureau Code, the old and new General Journal Transaction Number, the old and new GL End Date, the old and new Project, Task, and Fund Codes, the pay period covered, pay period processed, the hours and amount.

An example of the Multiple Detail Labor Cost Adjustment Report is displayed on the following page.

Multiple Detail Labor Cost Adjustment

March 24, 2004

Explanation for the Adjustment

Correct Project charged

Transaction Detail

Emp # Name Bureau Code
1537Doe, John 14

GJ#		GL End Date		Project		Task		Fund		Pay Period	Pay Period	Hours	Amount
<u>Old</u>	<u>New</u>	<u>Old</u>	<u>New</u>	<u>Old</u>	<u>New</u>	<u>Old</u>	<u>New</u>	<u>Old</u>	<u>New</u>	<u>Covered</u>	<u>Processed</u>		
1748	1788	30-NOV-03	30-NOV-03	48M1J10	12KC101	P00	P00	01	16	3 - 01	3 - 01	-33.00	-\$1495.0

5.7 Notification Email to FRD

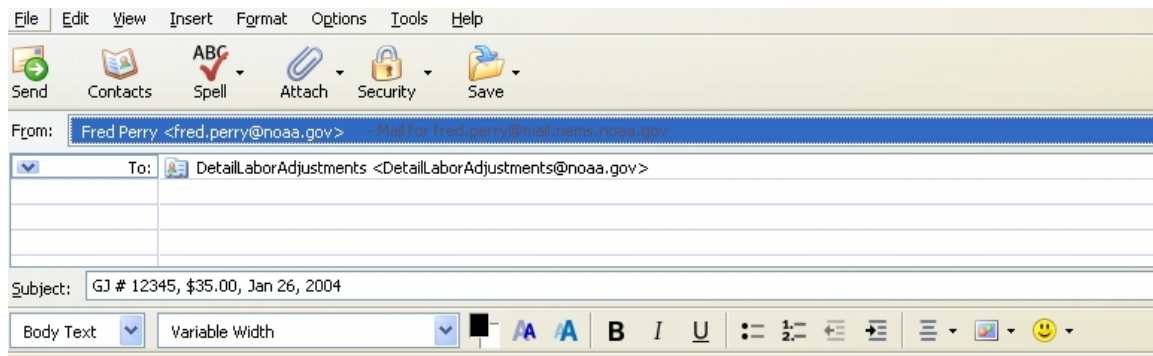
The rules for the notification email to inform the

FRD about the Multiple Detail Labor Adjustment are as follows:

1. The FRD email address for DLA's is **DetailLaborNotification@noaa.gov**.
2. The user must generate an email to FRD informing them that a Multiple Detailed Labor Adjustment has been completed and is ready for their approval. The notification email must be sent to FRD otherwise they will not be aware of the transaction to approve.
3. The User must address the email to the appropriate individuals in the FRD.
4. In those cases where the detailed Labor Adjustment crosses FMC's, the email should be addressed to the affected FMC. Then the affected FMC will forward the email to the FRD stating their concurrence or non-concurrence with the adjustment.
5. The email SUBJECT line must include the GJ number, the dollar amount, and the date the adjustment was made. The FRD personnel will reply to the email (i.e., REPLY ALL) when the adjustment has been approved or with a special message stating why the adjustment has not been approved.
6. Sample emails covering several adjustment scenarios follows.

NOTIFICATION EMAIL SAMPLE 1

Detailed Labor Adjustment that Does Not Cross FMC's



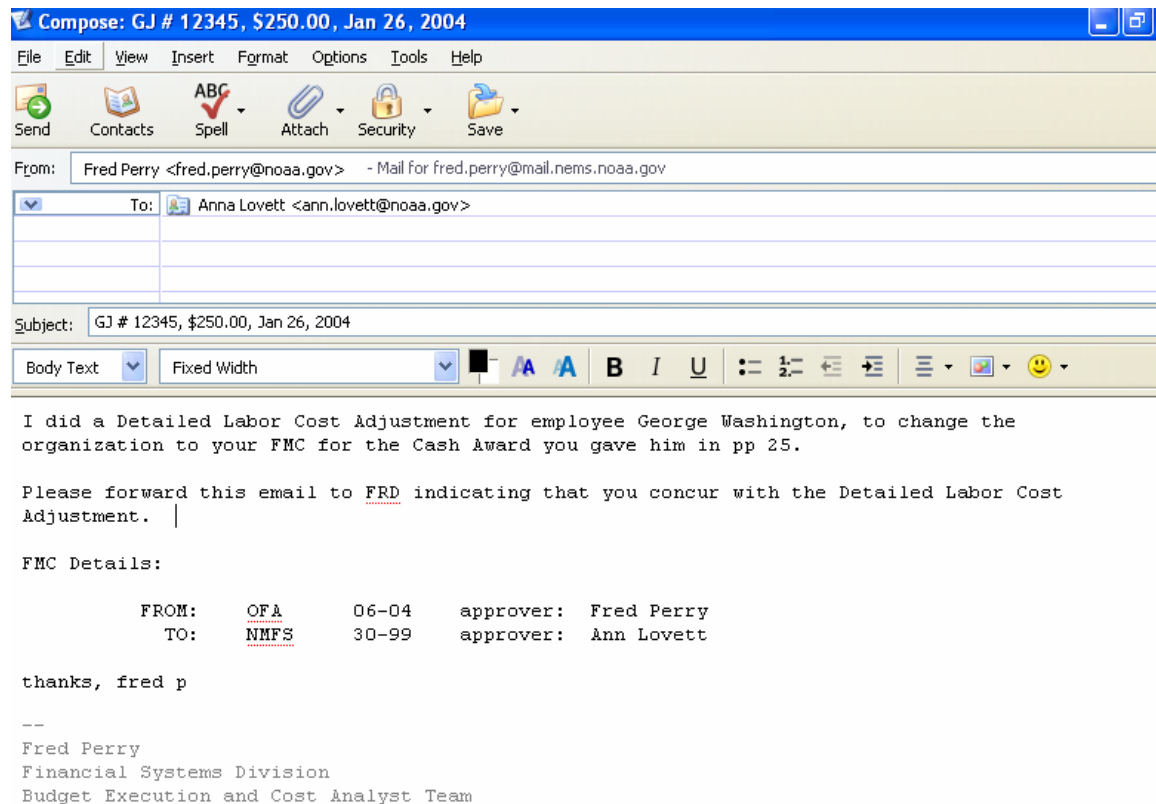
Please approve the Detailed Labor Cost Adjustment mentioned in the subject line above. Call me if you have any questions.

thanks, fred p|

--
Fred Perry
Financial Systems Division
Budget Execution and Cost Analyst Team
Voice: 301-444-2815; Fax: 301-444-2843

NOTIFICATION EMAIL SAMPLE 2

Detailed Labor Adjustment that Crosses FMC's



NOTIFICATION EMAIL SAMPLE 3

Detailed Labor Adjustment

One Email for Multiple Adjustments

File Edit View Insert Format Options Tools Help

Send Contacts Spell Attach Security Save

From: Fred Perry <fred.perry@noaa.gov> Mail for fred.perry@noaa.gov

To: DetailLaborAdjustments <DetailLaborAdjustments@noaa.gov>

Subject: Multiple Detailed Labor Cost Adjustments, Jan 26, 2004

Body Text Variable Width

Please approve the following Detailed Labor Cost Adjustments done by me on Jan 26, 2004.

GJ #	Dollar Amount
12345	\$37.50
45678	\$250.00
56789	\$12.95

thanks, fred p

--
Fred Perry
Financial Systems Division
Budget Execution and Cost Analyst Team
Voice: 201 444 2815 Fax: 201 444 2842